vendorREGISTRY

what's new

Contact us

Log work requests at
www.nd.gov/vr

(701)328-2683

Deadline Dates

—See Pg. 3 for details—

vendorREGISTRY STAFF

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Work Request System

We have completed the roll out of the new online work request system. This system creates a centralized location for agencies to submit all questions or requests to Vendor Registry staff. We are very excited about all of the positive feedback we are receiving from you, our end users. Thank you for your patience as we having been working out some of the kinks.

As Easy as 1-2-3

The Work Request has many nice features to make entering your requests easier.

1) Add multiple vendors on one work order. Just click the Add Vendor button after specifying the vendor name.
2) Scan in your documents and attach them directly to the work order.
3) Resubmit any "Returned" work orders via the work request system with any corrections or additional documentation for us to complete for you.

Access the Work Request System

1099 Season is Upon Us...

For some of us, the holiday season means even more work with 1099 reporting being just around the corner. Remember, if your agency has lots of payments made outside of PeopleSoft that need to be reported, you should start entering those withholding adjustments as soon as you can.

You will need to collect W-9s for any of those payees that are not set up as vendors in PeopleSoft. After collecting the W-9, submit a request via the Work Request System to Vendor Registry for a vendor number. Be sure to specify any withholding class other than 07 if needed.

1099 Website and manual

keyLINKS

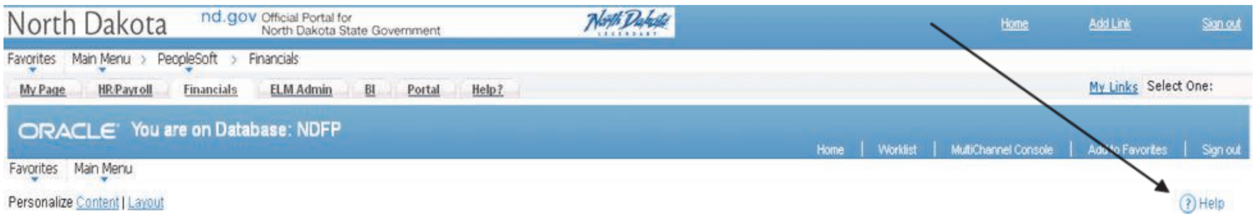
Bidder Registration Vendor Registry Agency eServices

1099 Adjustments

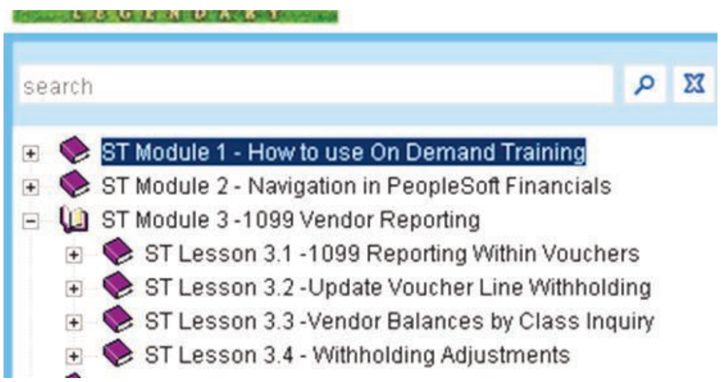
If you are a bit fuzzy on how to make those 1099 adjustments, UPK is the perfect on-demand training guide.

Accessing UPK

- Login to PeopleSoft-Finance and locate the ? Help icon located on the left side of the screen.



- Once UPK has been opened, locate the lesson title "ST Module 3—1099 Vendor Reporting" click the + sign, and select the appropriate lesson topic for you.



Helpful Hints!

⇒ When viewing a lesson use the 'Try It' mode.

⇒ 'Print It" - use this option to print your job aid.

**NOTE: Please disregard lesson "ST 4.3.1—Reportable Pcard Transactions", these instructions no longer apply since JP Morgan will be reporting on all pcard transactions.

Mark Your Calendar!

• January 3rd, 2012	All agencies should run both the NDS_1099_ACTIVITY and NDS_1099_MISMATCH queries, they give you different information.
• January 20th, 2012	All agencies must have their 1099 corrections complete. If you need help from Vendor Registry, contact us before this date.
• January 20th, 2012	AFTER your corrections have been made, run the NDS_1099_ALL_AMT_REPORTABLE query and compare against your corrections. Any problems with the query results should be submitted as a General Request in the Work Request System to Vendor Registry.
• January 25th, 2012	OMB will be printing 1099 forms.
• January 31st, 2012	Deadline for OMB to mail out the forms from the Capitol.
• March 30th, 2012	Final electronic submission of 1099 reporting to the IRS.

Happy Holidays!

Vendor Registry would like to wish you and your family safe travels and a joyous holiday celebration.